

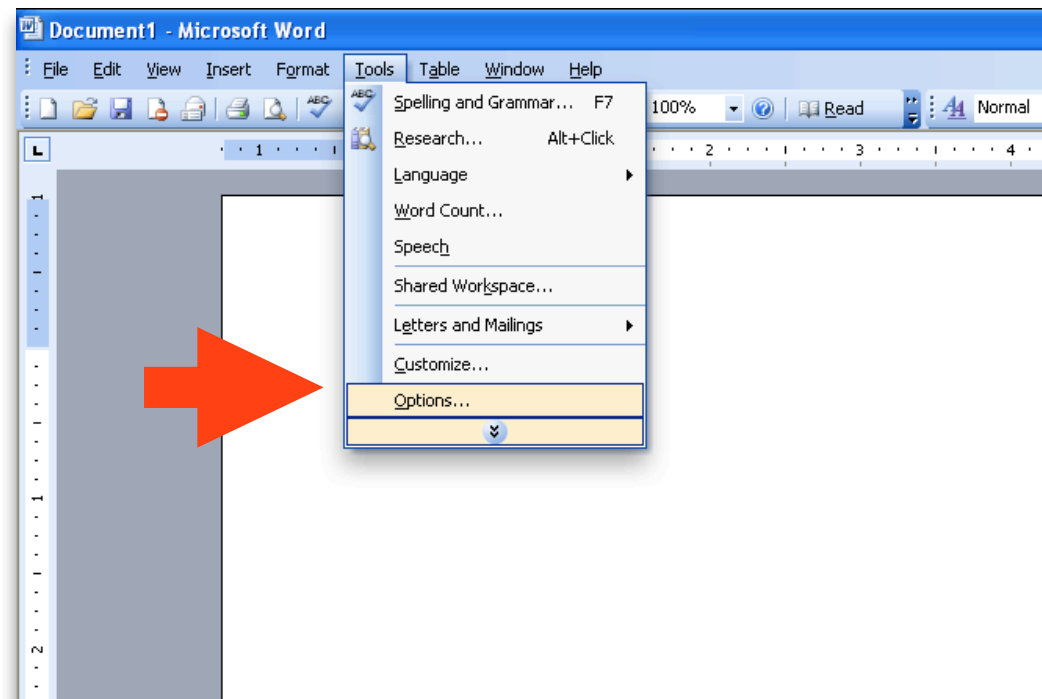
# Can They Read Your Writing?

Checking the Flesch-Kincaid Readability Score of a document  
using Microsoft Word 2003 and 2007

6/3/2009

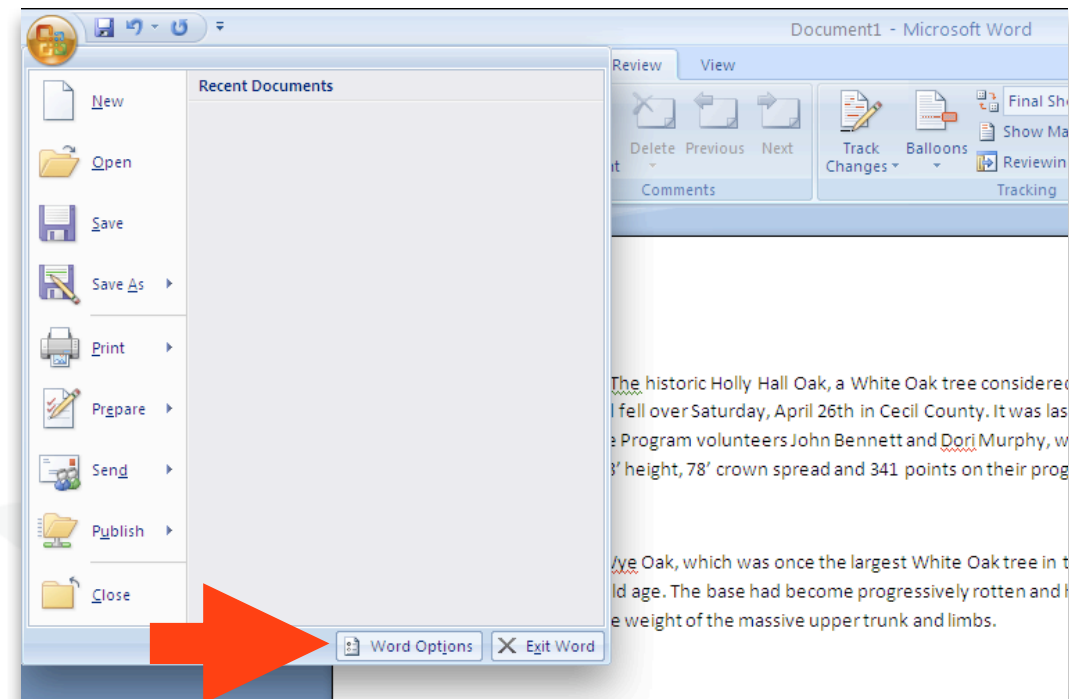
# Step One: Go to Options

## Word 2003



If you have Microsoft Word 2003, open the “Tools” menu and then click on “Options.”

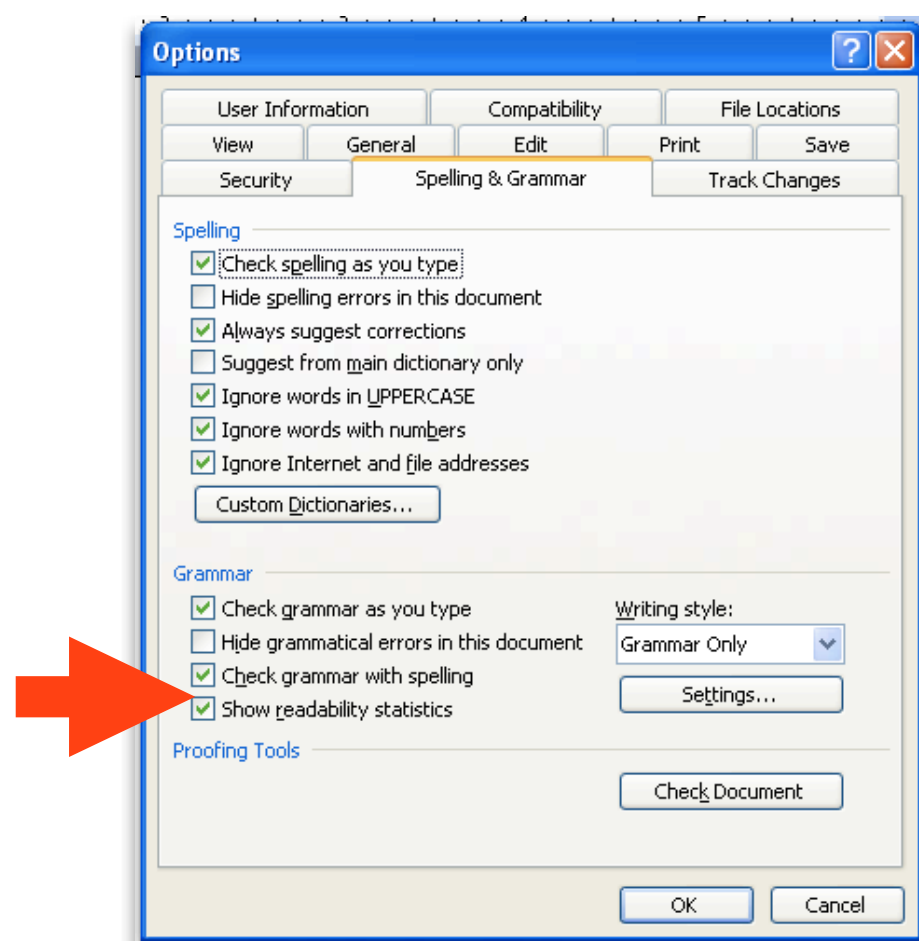
## Word 2007



If you have Microsoft Word 2007, click the round Office button in the top left and then click the “Word Options” button down below.

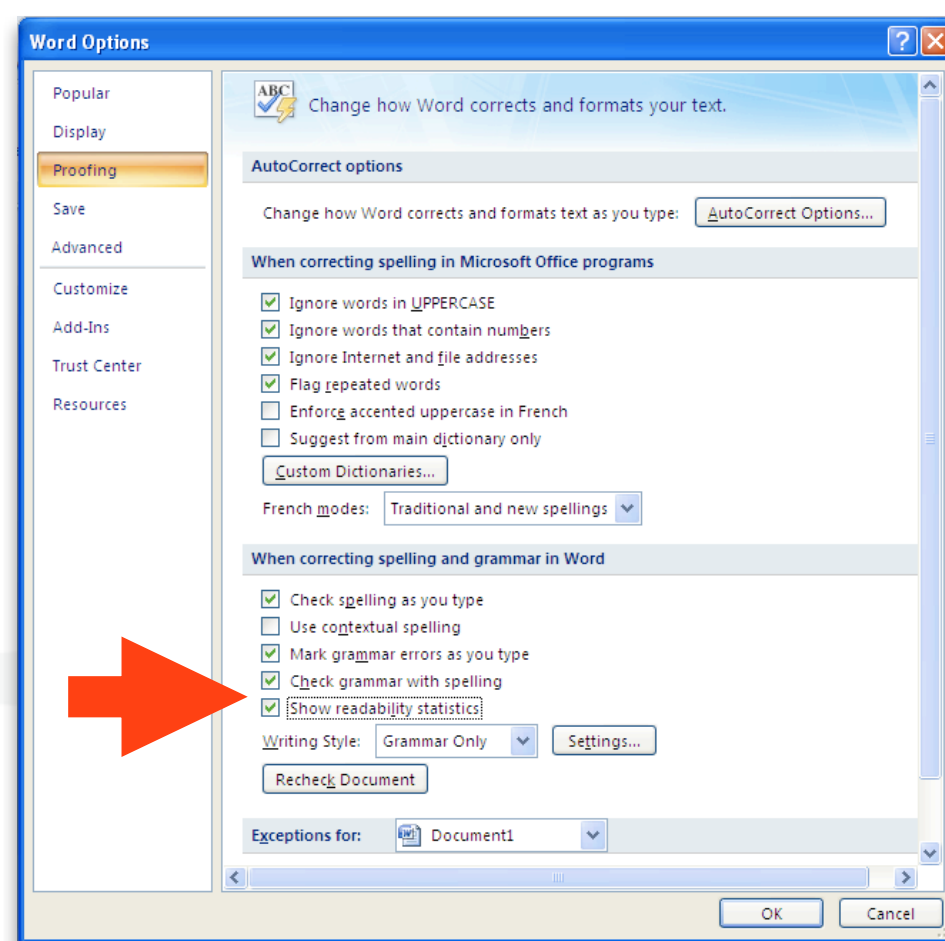
# Step Two: Enable Readability

## Word 2003



Open the tab labeled "Spelling and Grammar." Then check the box next to "Show readability statistics."

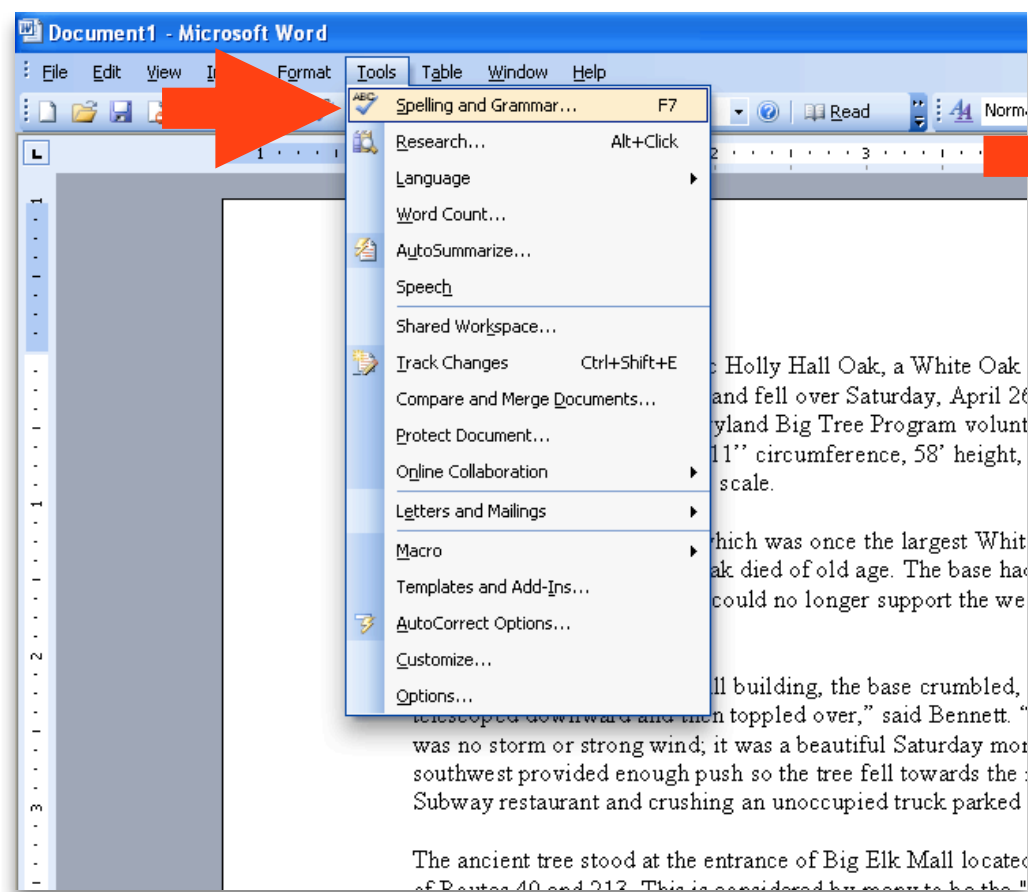
## Word 2007



Select the menu item labeled "Proofing." Then check the box next to "Show readability statistics."

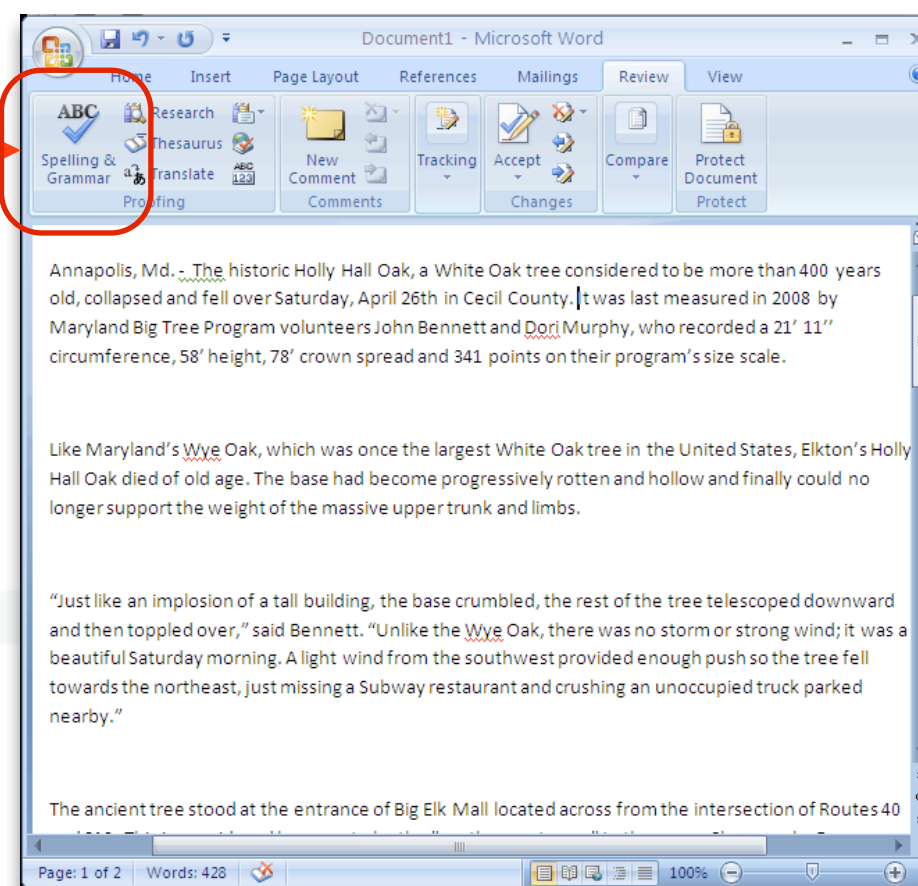
# Step Three: Run Spell Check

## Word 2003



Now that the readability statistics are enabled, you can run spell check (under the "Tools" menu) to check the Flesch-Kincaid score of any document in Word.

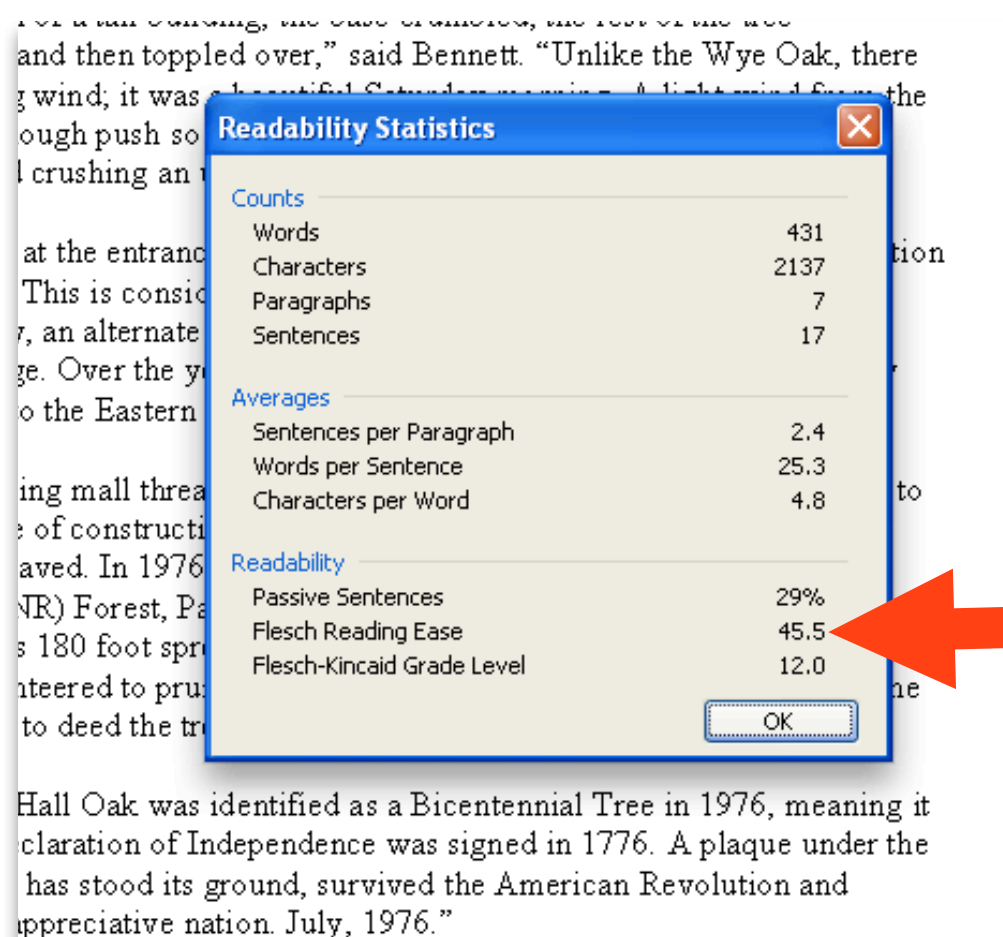
## Word 2007



Once readability statistics are enabled, you can run spell check (under the "Review" tab) to check the Flesch-Kincaid score of any document in Word.

# Step One:

## Word 2003



Readability Statistics

Counts	
Words	431
Characters	2137
Paragraphs	7
Sentences	17

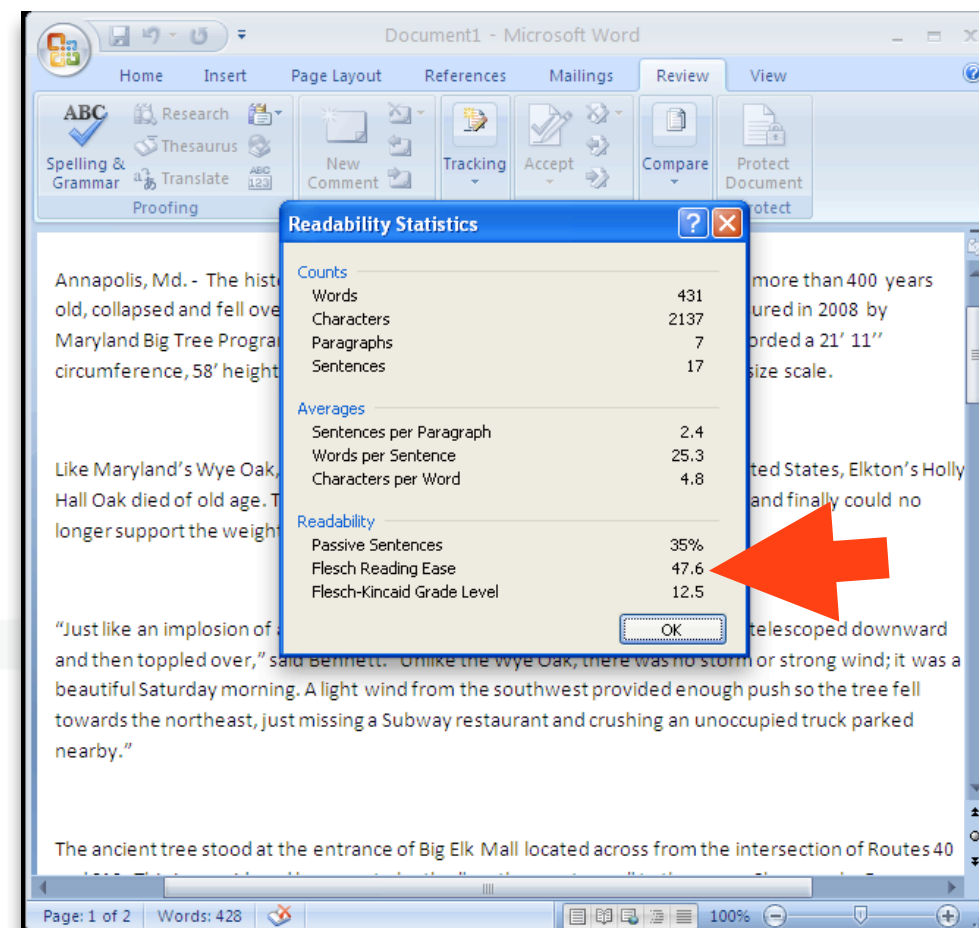
Averages	
Sentences per Paragraph	2.4
Words per Sentence	25.3
Characters per Word	4.8

Readability	
Passive Sentences	29%
Flesch Reading Ease	45.5
Flesch-Kincaid Grade Level	12.0

OK

Word will display the Flesch-Kincaid scores *after* it runs through the entire document looking for spelling and grammatical errors. Microsoft Word 2003 and 2007 sometimes calculate slightly different scores for the same document.

## Word 2007



Readability Statistics

Counts	
Words	431
Characters	2137
Paragraphs	7
Sentences	17

Averages	
Sentences per Paragraph	2.4
Words per Sentence	25.3
Characters per Word	4.8

Readability	
Passive Sentences	35%
Flesch Reading Ease	47.6
Flesch-Kincaid Grade Level	12.5

OK

Word will display the Flesch-Kincaid scores *after* it runs through the entire document looking for spelling and grammatical errors. Microsoft Word 2003 and 2007 sometimes calculate slightly different scores for the same document.